

CASTLEFORD CERTIFIED TEACHER

EVALUATION
TOOL
POWERPOINT

Revised and Adopted June 2007



Adopted June 2007

- Piloted with 5 certified teachers in 2006-07
- Several drafts and subsequent revisions provided for all staff, superintendent, school board, university staff, and attorneys to add comments or suggest revisions throughout the 2006-07 school year.
- All realize that it is a tools that can be revised in the future.

Certified Evaluation *Continuing Contract Employee*

- **Formative** in nature based upon:
 - Classroom walk through visits
 - Lesson plan reviews
 - Portfolios developed jointly by the principal and the continuing contract employee
- **Summative by Requirement:**
 - Completed in the month of May
 - Based upon formative file kept by principal
 - Data and portfolio compiled by employee
 - Points tabulated from approved rubric

The Summative Tool

(The complete form is located in the School Board District Policy Book
and in the Teacher Handbook)

Castleford Teacher Summative Evaluation Form

Teacher Name: _____

Class or Subject Area: _____
Possible See Rubric for Point breakdown

Points earned basis approved Rubric

CASTLEFORD TEACHER SUMMATIVE EVALUATION RUBRIC FORM

140 Total

112 points passing. (80%)

Less than 112 Plan of Assistance & Revisit by _____
Or recommend to review by superintendent with the possible further
request for action on _____.

1. Teacher provided evidence of student learning.
(Test scores, Data concerning student academic progress, Portfolio examples).

RUBRIC FORM		
Category #1	Criteria for Points	Points
	All students grew academically (focus on growth)	10
	90 – 99% of students grew academically	9
	80 – 89% of students grew academically	8
	70 – 79% of students grew academically	7
	60 – 69% of students grew academically	6
	50 – 59% of students grew academically	5
	40 – 49% of students grew academically	4
	30 – 39% of students grew academically	3
	20 – 29% of students grew academically	2
	0 – 19% of students grew academically	1
	5 examples	5
	4 examples	4
	3 examples	3
	2 examples	2
	1 example	1

Examples of Growth

- Teacher-made material: ie pre-test data compared to post-test data (identifying parts of a flower)
- Text-book pre-test and post-test
- ISAT Results
- Student Portfolios
- Standards based tests
- Important to document throughout the year.
- Collect samples when they happen, then date and file.
- Proof that your instruction has helped students grow (the goal is all students)

Examples Without Growth

90/90
Yod Yod!

Name	G1	G1 (%)	G2	G2 (%)	S1	S1 (%)
Sharon Bova	A	20	B+	27	B	20
Shirley Brown	A	20	B	20	B	20
Wendell Allen (Wendell)	A	20	B	20	B	20
Robert Brown (Mark)	A	20	B	20	B	20
James Davies	A	20	B+	26	B	20
Robert Wilson	A	20	B	20	B	20
Kevin Kagan	C	12	C	12	C	12
John (John)	A	20	A	20	A	20
Michael Adams	A	20	A	20	A	20
Wendell John (John)	A	20	A	20	A	20
Michael King	A	20	A	20	A	20

ACADEMIC GROWTH

6TH GRADE SCIENCE

Class had 80% avg. 2nd Semester

Page 1 of 2

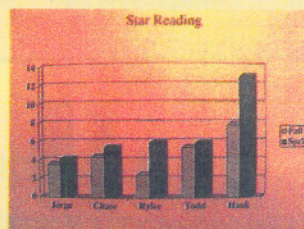
edHelper

Date _____

Answer ID # 5414056

Examples showing Growth

NAME	DATE	SCORE
James Anderson	1.0	2.0
James Anderson	2.5	4.0
James Anderson	3.0	5.0
James Anderson	4.0	6.0
James Anderson	5.0	7.0
James Anderson	6.0	8.0
James Anderson	7.0	9.0
James Anderson	8.0	10.0
James Anderson	9.0	11.0
James Anderson	10.0	12.0
James Anderson	11.0	13.0
James Anderson	12.0	14.0
James Anderson	13.0	15.0
James Anderson	14.0	16.0
James Anderson	15.0	17.0
James Anderson	16.0	18.0
James Anderson	17.0	19.0
James Anderson	18.0	20.0
James Anderson	19.0	21.0
James Anderson	20.0	22.0
James Anderson	21.0	23.0
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James Anderson	30.0	32.0
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James Anderson	40.0	42.0
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SEATS

- *17 of 19 took both assessments
 - *9 of 17 showed growth 53%
 - *8 of 17 stayed the same 47%
 - *12 of 19 scored a 3-3.5 (satisfactory) 63%
 - *1 of 19 scored 4-4.5 (proficient) 5%
 - *6 of 19 scored 2-2.5 (developing) 31%
- *Stats show that more writing practiced is needed.

*Stats show that more writing practiced is needed.

TEACHING TIP *Encourage students to make their own lists of words and phrases that they find interesting.*

Other: One tooth missing on 7.7 And eye. And bridge on the right side on the
 Palatine. Throat right hand. And in enamel
 Good. Feet. One thumb longer.

5. FOUR BY FOUR

PERFORMANCE SPOTLIGHT

164. **THENE FROM (612) OVERTURE - Band Arrangement** *End of Year* *From 1961-1962*

2 On the Summative Tool

- 6 #2. Teacher provided evidence of positive interaction with:
- a. Supervisor(s) & other teachers
 - b. Students
 - c. Parents

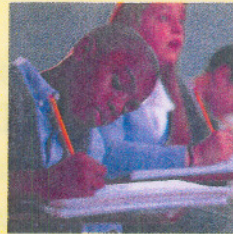
#2	2 examples with supervisor (students) (parents)	2 (2) (2)
	1 example with supervisor (students) (parents)	1 (1) (1)



Andy and Kelly, you deserve acknowledgement for your involvement in these functions. Andy, we appreciate the excellent job you did of generating, organizing, and directing the tour and evening at Jackpot. Kelly, we really enjoyed the interesting information you shared on the May tour from your personal family history and your years of accumulated knowledge.

Positive Interaction

- Document from students
- Document from Parents
- Keep in Your File for the Summative Review



#3 On the Summative Tool

- 10 #3. Work Record
(Leaves and sick leave do not exceed the yearly allocations), (-5 each day in excess)

- #3. 4 or less (or if available 5) Personal Days plus 10
or less Sick Days earn full 10
Each day in excess (cannot become negative) -5
Each Professional Leave in excess of 3 days a semester -5
School Activities should be approved by Principal
(No more than 10 points can be deducted)

Teacher/Staff Handbook

2006 -2007

Castleford School District #417

Chapter XII

Master Agreement Between the Board of Trustees and Castleford
Teacher's Organization

Negotiated Attendance Goals

6.3 Personal Leave

6.3.1 All teachers are to be credited with four (4) personal leave days per year. Any number of these days can be saved and carried forward into the next year and/or cashed out for \$70.00 each during the districts monthly billing process. Only five (5) personal days per year are to be used for time off. However at the administration's discretion, and following the approval of an Application of Emergency, a teacher may be allowed to borrow against his/her next year's personal leave allocation. These borrowed days cannot be cashed out and they are repaid in cash (i.e., \$70.00 each), or in kind, during the next school year or upon leaving the district's employment, whichever comes first. Leave without pay will also be considered for this use.

Article VI

Leaves

6.1 Sick Leave

6.1.1 At the beginning of each school year, each full-time teacher shall be credited with ten (10) days of sick leave.

#4 On the Summative Tool

10 #4. Enforces and generally follows policies and rules
(Current, knowledgeable, enacts)

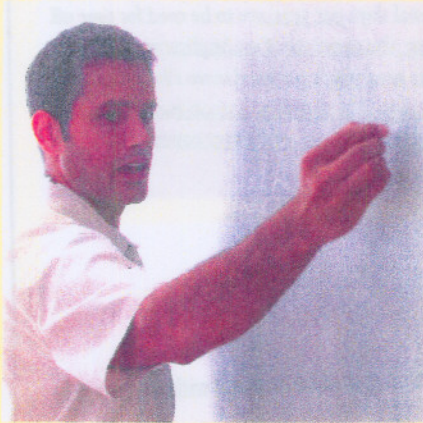
#4

No evidence to principal/superintendent otherwise 10

1 Time Not Enforcing + Record made as evidence -5

2 Times Not Enforcing + Record made as evidence -5

3 Times Not Enforcing + Official Write up for review



#5 On the Summative Tool

15 #5. Lesson Planning

(Planning is ahead at least one week, includes self-evaluation/benchmarks, evidence of use, adjustment(s) review, meets individual student needs and abilities)

#5	3 lesson Plan Reviews earning passing mark	15
	2 lesson Plan Reviews earning passing mark	10
	1 lesson Plan Reviews earning pass mark	5

Teacher Name	Date
Lesson Plan Review Form	
Expected Items: (5 of 7 needed to be considered passing)	
<input type="checkbox"/> Objective written <input type="checkbox"/> SLO/P objective written <input type="checkbox"/> Classes identified <input type="checkbox"/> Days or Dates listed <input type="checkbox"/> Assignment listed <input type="checkbox"/> Points possible for assignment planned <input type="checkbox"/> Evidence of review or re-teaching <input type="checkbox"/> Other Comments	
Suggestions Principal or Evaluator <input type="checkbox"/> Passing <input type="checkbox"/> Not Passing This Form to be used with all certified staff.	

Lots of "Good" vs Hardly a Plan

NAME: Teacher's Min. 8	NAME:
TUE 21 8:15-9:00 Quote or Analogy on the Lesson 8:15-9:00 7th Reading Eleanor Roosevelt 1st-7 Don't say "introduction" + appropriate background don't say "introduction" + appropriate background a claim long dir- SMART to identify that the story Eleanor Roosevelt is a biography observations • DLR #26 Wed p. 81 80pts • includes vocabulary for story • build background p. 81/82 9:00-9:30 3rd Study Chap 4- Sec 2	TUESDAY 1 8:15-9:00 Reading DWA Ms. Richards with Mrs. Green from 8:24-9:30 MONDAY - Lecture Chapter 6 - worksheet + wcd. - Quiz 2 Friday

#6 On the Summative Tool

10 #6. Objectives Stated & Lesson Overview:

(Students know what they are doing today and why, Expectations are high, day includes assessment, documenting progress)

Does not have to be written in
teacher ed class verbiage

#6

Objectives or goals written on board and stated with a plan of how students will be assessed (held accountable)	10
Objectives or goals written on board or stated	5

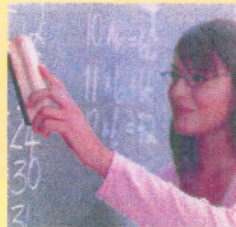
- However, it should be crystal clear to students, what they will be expected to learn in class that day—written and said aloud by the teacher or student. The student should also know how they will be assessed.

7 On Summative Tool

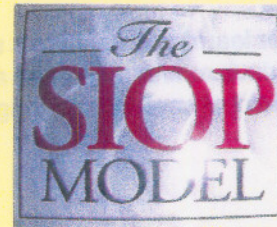
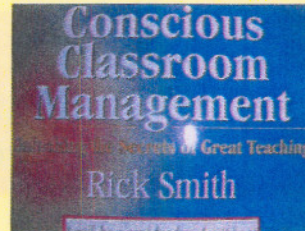
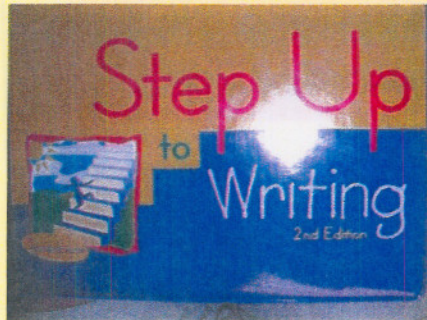
- 6 #7. Variety of teaching tools
(A variety of questioning, lecture/board, small groups, independent, thinking situations, hands on, and other techniques are used)

Planning for learning encompass strategies for different learners, the type of curriculum and resources available and experience.
Collaboration between and among peer teachers is a powerful tool.

A Variety of Teaching Strategies



In-service Strategies



#8 On Summative Tool

- 10 #8. Guided Practice – checks for understanding
(Walks aisles, does examples, practice is checked, and positive reinforcement is given, redo's incorporated in plans)

- The principal should make a note on the walk through visits as to when observed. Before the summative evaluation the teacher should verify what has been documented on the formative evaluation paper work.

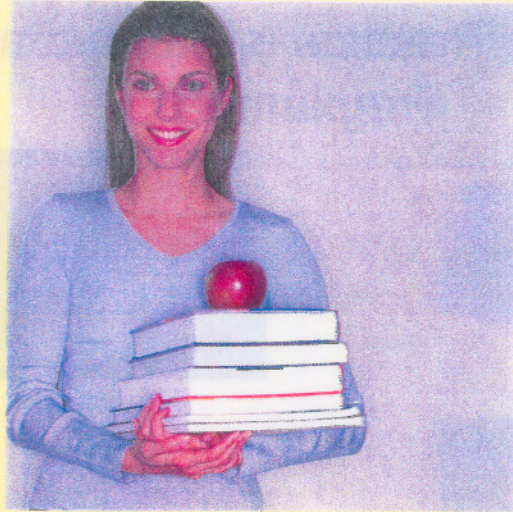
Guided Practice is Planned and Preplanned



#9 On Summative Tool

12 #9. Time on Task/Closure:
(Significant percentage of period is on instruction; review at end of lesson, entire class period is used purposefully; teacher maintains authority with students)

- The teacher should monitor the walk through formative evaluations to ensure points are being earned and documented.
- The principal should plan to observe all parts of a lesson and class periods



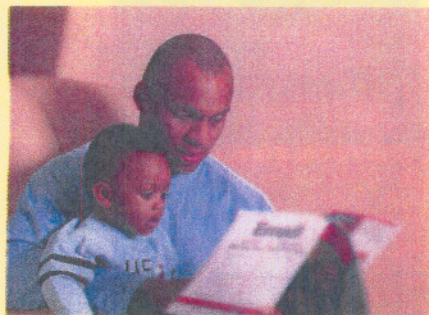
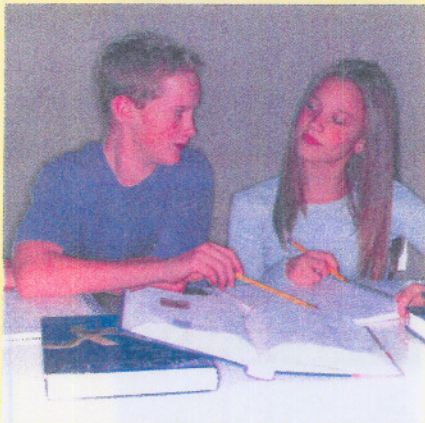
Hopefully all teachers can say, "I would be very happy to have had my own child in class today"

#10 On Summative Tool

6 #10. Homework/Assignments:
(Teacher provided data that demonstrates following building policy, purposeful, graded quickly, and that they are a further practice of a taught lesson)

- At least one grade is recorded each week
- Assignments are generally handed back and reviewed at the next class meeting
- Assignments are at the students knowledge or skill level

Students can work on together, with a parent, or by themselves to complete their assignments.

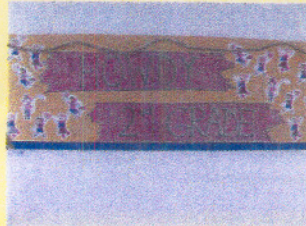
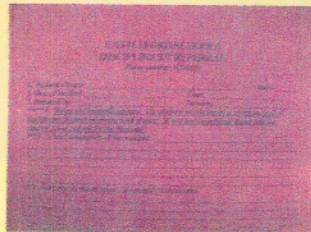
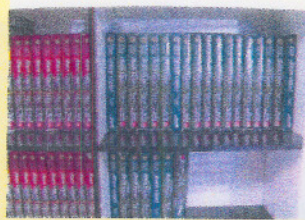


#11 On Summative Tool

7 #11. Classroom Climate/Organization
(Room has displays, orderly, good discipline, which allows students to be engaged and cooperative, book shelves neat, desks & equipment cared for responsibly, effort is exerted to keep clean)

#11	Rooms have bulletin boards and student work displayed	1
	Desks, Supplies, Materials organized for functionality	1
	Discipline referrals used appropriately	2
	Book shelves maintained neatly and inventory current	1
	Effort is exerted to keep room clean (visit with custodians)	2

Being Organized Helps Everyone

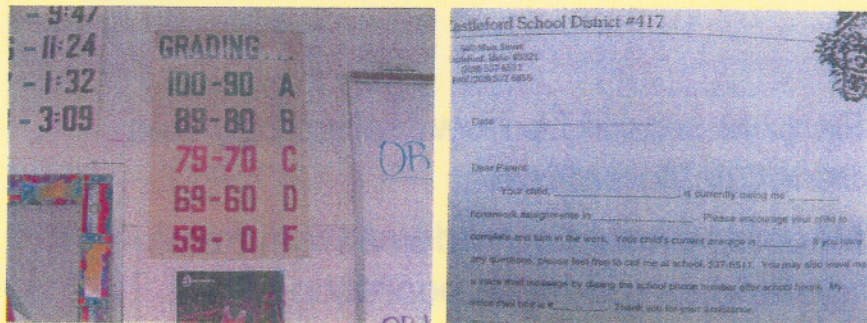


#12 On Summative Tool

#12 #12. Grading Practices
(Posted, extra credit policy known, ample numbers of grades, parents notified prior to failure, papers handed back promptly Grade is entered in the computer weekly)

#12	6 Areas listed	
	Posted	2
	Extra Credit Policy Known (Handed out and on Web)	2
	At least 1 grade/week/class	2
	Parents notified in writing prior to failure	2
	Papers handed back promptly (No complaints)	2
	(1 complaint)	1
	Grades entered in computer weekly	2

Clearly Defined and Communicated Grades



#13 On Summative Tool

4 #13. Other Enrichment of the School
(Including teacher offered evidence of yearly publications, extra-curricular team achievement, leadership roles, curriculum development)

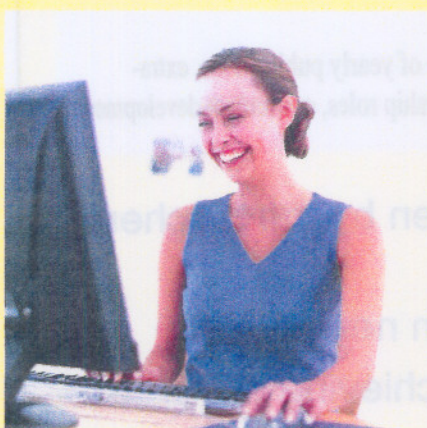
- Newspaper articles written by the teacher or class supervised
- Professional organization newsletters
- Extra-curricular teams achieving excellence
- Doing "more" than the minimum

#14 On Summative Tool

5 #14. Teacher provided evidence of the use of technology to enhance learning.

- Samples should be how technology was beneficial to students
- Records should be made at the time of use and saved for the portfolio

Technology for Learning



#15 On Summative Tool

12 #15. Attends teacher meetings/in-services and on time, completes and submits scope & sequences on time, completes personnel records on time.

#15	Attends teacher meeting/in-services, and on time (Late documented by principal signed by teacher)	3
	1 time	2
	2 time	1
	Completes Scope & Sequence request by deadline	3
	Completes Scope & Sequence request by 2 nd deadline (Verified by Principal and signed by teacher)	1
	Completes Personnel Records & Request by Deadline	3
	Completes Personnel Records & Request by 2 nd deadline (Verified with Clerk by Principal and signed by Teacher)	1

Checklist to Document Points

ONLY ATTENDANCE RECORD

DATE: 10/10/1968

NAME: K. H. Boudreau

ADDRESS: 1000 1st St. N. W. Minneapolis, Minn. 55412

PHONE: 862-1234

SEX: M

AGE: 35

RELIGION: Catholic

EDUCATION: High School

EMPLOYMENT: Self-employed

DATE OF BIRTH: 10/10/1933

DATE OF ENTRY: 10/10/1968

DATE OF DEPARTURE: 10/10/1968

REASON FOR ENTRY: Tourist

REASON FOR DEPARTURE: Return Home

REMARKS: All information correct.

Signature: [Signature]

Stamp: [Stamp]

COMMITTEE MEMBERS
STEVEN ROSENTHAL
 SECRETARY
 MISS LINDA
 2007-2008

GENERAL DESCRIPTION AND SCOPE:
 University Extension is a non-profit center whose goal is to provide students with the necessary information to grasp the history and purpose of the United States territory and to recognize the role that the continent plays in their lives. The topics listed below are the focus:

1. How the U.S. territory America
2. How to travel to the peninsula
3. How to manage money
4. How to create safety and financial planning practices
5. How to meet required financial and academic achievement practices

There is no strictly regulated curriculum and class.

CHARGE SCHEDULE:
 \$100.00 (2007-2008)
 University Extension, Student Union and Education
 \$100.00 (2007-2008)

Other Class Members:
 Robert C. Lee, Vice President
 Robert C. Lee, Vice President
 Robert C. Lee, Vice President
 Robert C. Lee, Vice President
 Robert C. Lee, Vice President

“WALK THROUGH” CLASS VISIT

Teacher: _____

Class Period: _____

Subject: _____

Date: _____

Comments or Suggestions:

Overall: _____ Passing

_____ Not Passing
_____ Revisit by _____

List areas for growth or improvement:

- 1.
- 2.
- 3.

Teacher comments:

Supervisor Signature

Teacher Signature

This will be kept in the working file until the end of this school year. Then the document will be returned to the teacher.

This form will be used with all continuing contract certified teachers.

Castleford Teacher Summative Evaluation Form

Teacher Name: _____

Class or Subject Area: _____

Possible Points	See Rubric for Point breakdown
15	#1. Teacher provided evidence of student learning. (Test scores, Data concerning student academic progress, Portfolio examples).
6	#2. Teacher provided evidence of positive interaction with: a. Supervisor(s) & other teachers b. Students c. Parents
10	#3. Work Record (Leaves and sick leave do not exceed the yearly allocations), (-5 each day in excess)
10	#4. Enforces and generally follows policies and rules (Current, knowledgeable, enacts)
15	#5. Lesson Planning (Planning is ahead at least one week, includes self-evaluation/benchmarks, evidence of use, adjustment(s) review, meets individual student needs and abilities)
10	#6. Objectives Stated & Lesson Overview: (Students know what they are doing today and why, Expectations are high, day includes assessment, documenting progress)
6	#7. Variety of teaching tools (A variety of questioning, lecture/board, small groups, independent, thinking situations, hands on, and other techniques are used)
10	#8. Guided Practice – checks for understanding (Walks aisles, does examples, practice is checked, and positive reinforcement is given, redo's incorporated in plans)
12	#9. Time on Task/Closure: (Significant percentage of period is on instruction; review at end of lesson, entire class period is used purposefully; teacher maintains authority with students)
6	#10. Homework/Assignments: (Teacher provided data that demonstrates following building policy, purposeful, graded quickly, and that they are a further practice of a taught lesson)

- 7 #11. Classroom Climate/Organization
(Room has displays, orderly, good discipline, which allows students to be engaged and cooperative, book shelves neat, desks & equipment cared for responsibly, effort is exerted to keep clean)
- 12 #12. Grading Practices.
(Posted, extra credit policy known, ample numbers of grades, parents notified prior to failure, papers handed back promptly. Grade is entered in the computer weekly)
- 4 #13. Other Enrichment of the School
(Including teacher offered evidence of yearly publications, extra-curricular team achievement, leadership roles, curriculum development)
- 5 #14. Teacher provided evidence of the use of technology to enhance learning.
- 12 #15. Attends teacher meetings/in-services and on time, completes and submits scope & sequences on time, completes personnel records on time.
- 140 Total

112 points passing. (80%)

Less than 112 Plan of Assistance & Revisit by _____

Or recommend to review by superintendent with the possible further request for action on _____.

I have reviewed this evaluation and received a copy. My signature does not necessarily indicate agreement.

Teacher's Signature _____ Date _____

Supervisor Signature _____ Date _____

Teacher Comments, if any:

CASTLEFORD TEACHER SUMMATIVE EVALUATION
RUBRIC FORM

<u>Category</u>	<u>Criteria for Points</u>	<u>Points</u>
#1	All students grew academically (focus on growth)	10
	90 – 99% of students grew academically	9
	80 – 89% of students grew academically	8
	70 – 79% of students grew academically	7
	60 – 69% of students grew academically	6
	50 – 59% of students grew academically	5
	40 – 49% of students grew academically	4
	30 – 39% of students grew academically	3
	20 – 29% of students grew academically	2
	0 – 19% of students grew academically	1
	5 examples	5
	4 examples	4
	3 examples	3
	2 examples	2
	1 example	1
<hr/>		
#2	2 examples with supervisor (students) (parents)	2 (2) (2)
	1 example with supervisor (students) (parents)	1 (1) (1)
<hr/>		
#3.	4 or less (or if available 5) Personal Days plus 10	
	or less Sick Days earn full	10
	Each day in excess (cannot become negative)	-5
	Each Professional Leave in excess of 3 days a semester	-5
	School Activities should be approved by Principal (No more than 10 points can be deducted)	
<hr/>		
#4	No evidence to principal/superintendent otherwise	10
	1 Time Not Enforcing + Record made as evidence	-5
	2 Times Not Enforcing + Record made as evidence	-5
	3 Times Not Enforcing + Official Write up for review	
<hr/>		
#5	3 lesson Plan Reviews earning passing mark	15
	2 lesson Plan Reviews earning passing mark	10
	1 lesson Plan Reviews earning pass mark	5
<hr/>		

#6	Objectives or goals written on board and stated with a plan of how students will be assessed (or held accountable)	10
	Objectives or goals written on board or stated	5
<hr/>		
#7	At least 3 strategies of effective teaching used	6
	At least 2 strategies of effective teaching used	4
	At least 1 strategy of effective teaching used	2
	(Can include: lecture/board, small groups, hands on, S.I.O.P., STUW, PLATO, STAR Math, Rick Smith)	
<hr/>		
#8	All five included and observed	10
	Four included and observed	8
	Three included and observed	6
	Two included and observed	4
	One included and observed	2
	(Walk Aisles, does examples, practice is checked, positive reinforcement, provide opportunity to redo)	
<hr/>		
#9	Three points for each	12
	Partial points for degree of meeting expectation	0 – 11
<hr/>		
#10	All three included an observed	6
	Two included and observed	4
	One included and observed	2
	(Purposeful, graded quickly, further practice of a taught lesson)	
<hr/>		
#11	Rooms have bulletin boards and student work displayed	1
	Desks, Supplies, Materials organized for functionality	1
	Discipline referrals used appropriately	2
	Book shelves maintained neatly and inventory current	1
	Effort is exerted to keep room clean (visit with custodians)	2
<hr/>		

#12	6 Areas listed	
	Posted	2
	Extra Credit Policy Known (Handed out and on Web)	2
	At least 1 grade/week/class	2
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	Papers handed back promptly (No complaints)	2
	(1 complaint)	1
	Grades entered in computer weekly	2

#15	Attends teacher meeting/in-services, and on time	3
	(Late documented by principal signed by teacher	
	1 time	2
	2 time	1
	Completes Scope & Sequence request by deadline	3
	Completes Scope & Sequence request by 2 nd deadline	1
	(Verified by Principal and signed by teacher)	
	Completes Personnel Records & Request by Deadline	3
	Completes Personnel Records & Request by 2 nd deadline	1
	(Verified with Clerk by Principal and signed by Teacher)	

Teacher Name _____

Date _____

Lesson Plan Review Form

Expected Items: (5 of 7 need to be used in order to allow for consideration of a passing score)

_____ Objective written(Goal statement or major concept to be learned)

_____ S.I.O.P. objective written(Language objective could be weekly)

_____ Classes identified in lesson plans

_____ Days or Dates listed in lesson plans

_____ Assignment listed(could be in class assignment or group completed)

_____ Points possible for assignment planned

_____ Evidence of review or re-teaching(arrows, mark throughs, notes of add-on's, etc

Other Comments

Suggestions

Principal or Evaluator _____

_____ Passing

_____ Not Passing

This Form to be used with all certified staff.